

**1814-SECURITY SPECIALIST
(Commission Approval Pending)**

NATURE OF WORK

This is administrative security work in the City's Parking Department to help safeguard revenues by reducing opportunities for undetected theft.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Administers a system of checks and balances over all revenues.

Oversees the maintenance, collections and counting functions associated with the parking meters.

Monitors revenue flow at critical points from initial deposit of coins into the meters to the transfer to the bank.

Conducts adequate levels of security tasks.

Ensures compliance with standard operating procedures.

Issues a series of administrative and physical controls over the collection and maintenance process.

Observes repair personnel, the inspection collection of vehicles, the coin counting process, and conducts lifestyle checks.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of City and departmental rules, regulations, procedures, functions, operations and policies.

Ability to express ideas and information effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with City officials, employees, and the general public.

EDUCATION AND EXPERIENCE

Five (5) years experience in the implementation and maintenance of security programs, including three (3) year supervisory experience. Valid Driver=s License.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

Direct Supervision is received from the Department Head

SUPERVISION EXERCISED

None.

Rev. 4/96; Recreated 4/01